

From: [Marlinga, Richard](#)
Cc: [Lowe, Willard](#)
Subject: FW: IMPORTANT UPDATE: Remote Work Requests (Sent to R5 Supervisors & Managers)
Date: Friday, February 18, 2022 12:48:58 PM
Attachments: [Work Schedule Screen Shot.pdf](#)
[PPL Work Schedule Request.pdf](#)
[image001.png](#)
[Template e-mail to employees regarding Remote Work Applications.docx](#)

Good afternoon Managers and Supervisors – Thank you of continuing to work through this process as it evolves. Please note the change below highlighted in green.

This is a follow up to our previous communications about remote work applications. Some concerns have been raised that members of management have been asking employees to do more than what they are required to do as part of the [AFGE/EPA Remote Work Article](#). Per the Remote Work Article employees are required to:

1. Completely fill out the [Remote Work Application](#), including clearly explaining:
 - a. “How the employee can perform all their duties as effectively from the RWL as from the Official Agency Worksite” and
 - b. “An explanation of how approval of the request will not diminish the agency’s ability to accomplish its mission and meet its operational goals.”
2. Completely fill out the [Form 3181-8 Remote Work Safety Checklist](#)
3. Provide their approved Work Schedule.
 - a. Employees should take a screen shot of approved schedule in PeoplePlus (attachment Work Schedule Screen Shot). If employee does not have a schedule in PeoplePlus, have employee submit a schedule request (attachment PPL Work Schedule Request) .
4. Provide evidence of Telework Training

Per the Remote Work Article, supervisors are required to review the employees remote work application and identifying any missing items in the request.

- **If a supervisor receives a remote work request and it does not include the information above, please use the attached template e-mail to ask the employee for more information.**
- **Please do not communicate with your employee regarding the remote work request, except through use of the attached template, without first discussing with Bud Lowe, Scott Sharon, or Rick Marlinga.** If bargaining unit employees have questions regarding remote work, refer them to the negotiated Article or their union representative.
- **If a supervisor receives additional questions from their managers, HR, or the DRA, they should answer the questions, without contacting or discussing the Remote Work Application with the employee further.** If the supervisory chain is unable to answer the question, they should discuss with HR.

As previously communicated, supervisors should use the following procedures when they receive a remote work request. A complete remote work request package must contain the following documents:

1. **All as individually attached PDFs (this is a change from two merged PDFs):**
 - [Remote Work Application](#)
 - Employee Position Description (PD) or detailed description of duties. HCB, Willard (Bud) Lowe. may assist in obtaining PD **(This is a new requirement)**
 - [Routing Sheet](#) **Please note, the routing sheet is for Management Use Only. Do not forward or share this routing sheet with your employees, as it is for Management Use Only.**
 - [Form 3181-8 Remote Work Safety Checklist](#)
 - Approved Work Schedule. Employees should take a screen shot of approved schedule in PeoplePlus (attachment Work Schedule Screen Shot). If employee does not have a schedule in PeoplePlus, have employee submit a schedule request (attachment PPL Work Schedule Request)
 - Evidence of Telework Training (discussed below in my January 31 email)
2. The HQ routing sheet does not have signature blocks for the Branch Manager and Division Director like the R5 routing sheet did. We are asking supervisor to use the below process for routing the completed remote work request package.
 - Supervisor fills out and signs remote work routing Sheet. **Please note, the routing sheet is for Management Use Only. Do not forward or share this routing sheet with your employees, as it is for Management Use Only.** Please use the [Routing Sheet](#) link, as HQ is updating this routing sheet nearly every day.
 - Supervisor signs the remote work application. Supervisor does not check the box for approval/disapproval on the remote work application, as the DRA will make that final determination.
 - Supervisor forwards complete remote work request package to Willard (Bud) Lowe lowe.willard@epa.gov (copy to Division Director and Branch Manager) via e-mail.
 - For their situational awareness, Division Director and Branch Manager reviews the application/routing sheet and may ask any clarifying questions (of the supervisor—not the employee) that may be needed. A positive response from the Division Director or Branch Manager is not required
 - Supervisor sends e-mail to employee indicating “I have forwarded your remote work application to the next step in the review process.” **(Required by article)**

If you have any questions, please contact Willard “Bud” Lowe. Bud may be contacted at (312) 353-2311 or lowe.willard@epa.gov.

Thank you.

Richard Marlinga (he/his)

Human Capital Officer

U.S. EPA, Region 5

77 W Jackson Blvd

RMD/HCO (MP-10J)

Chicago, IL 60604
Email: marlinga.richard@epa.gov
Office: (312) 886-8963
Cell: (312) 597-1720

From: Marlinga, Richard <marlinga.richard@epa.gov>
Sent: Thursday, February 17, 2022 3:20 PM
Cc: Lowe, Willard <Lowe.Willard@epa.gov>
Subject: IMPORTANT UPDATE: Remote Work Requests (Sent to R5 Supervisors & Managers)

Good morning Managers and Supervisors,

This is a follow up to our previous communications about remote work applications. **Some concerns have been raised that members of management have been asking employees to do more than what they are required to do as part of the [AFGE/EPA Remote Work Article](#).** Per the Remote Work Article employees are required to:

1. Completely fill out the [Remote Work Application](#), including clearly explaining:
 - a. “How the employee can perform all their duties as effectively from the RWL as from the Official Agency Worksite” and
 - b. “An explanation of how approval of the request will not diminish the agency’s ability to accomplish its mission and meet its operational goals.”
2. Completely fill out the [Form 3181-8 Remote Work Safety Checklist](#)
3. Provide their approved Work Schedule.
 - a. Employees should take a screen shot of approved schedule in PeoplePlus (attachment Work Schedule Screen Shot). If employee does not have a schedule in PeoplePlus, have employee submit a schedule request (attachment PPL Work Schedule Request) .
4. Provide evidence of Telework Training

Per the Remote Work Article, supervisors are required to review the employees remote work application and identifying any missing items in the request.

- **If a supervisor receives a remote work request and it does not include the information above, please use the attached template e-mail to ask the employee for more information.**
- **Please do not communicate with your employee regarding the remote work request, except through use of the attached template, without first discussing with Bud Lowe, Scott Sharon, or Rick Marlinga.** If bargaining unit employees have questions regarding remote work, refer them to the negotiated Article or their union representative.
- **If a supervisor receives additional questions from their managers, HR, or the DRA, they should answer the questions, without contacting or discussing the Remote Work Application with the employee further.** If the supervisory chain is unable to answer the question, they should discuss with HR.

As previously communicated, supervisors should use the following procedures when they

receive a remote work request. A complete remote work request package must contain the following documents:

1. **All as individually attached PDFs (this is a change from two merged PDFs):**
 - [Remote Work Application](#)
 - Employee Position Description (PD) or detailed description of duties. HCB, Willard (Bud) Lowe. may assist in obtaining PD **(This is a new requirement)**
 - [Routing Sheet](#) **Please note, the routing sheet is for Management Use Only. Do not forward or share this routing sheet with your employees, as it is for Management Use Only.**
 - [Form 3181-8 Remote Work Safety Checklist](#)
 - Approved Work Schedule. Employees should take a screen shot of approved schedule in PeoplePlus (attachment Work Schedule Screen Shot). If employee does not have a schedule in PeoplePlus, have employee submit a schedule request (attachment PPL Work Schedule Request)
 - Evidence of Telework Training (discussed below in my January 31 email)
2. The HQ routing sheet does not have signature blocks for the Branch Manager and Division Director like the R5 routing sheet did. We are asking supervisor to use the below process for routing the completed remote work request package.
 - Supervisor fills out and signs remote work routing Sheet. **Please note, the routing sheet is for Management Use Only. Do not forward or share this routing sheet with your employees, as it is for Management Use Only.** Please use the [Routing Sheet](#) link, as HQ is updating this routing sheet nearly every day.
 - Supervisor signs the remote work application. Supervisor does not check the box for approval/disapproval on the remote work application, as the DRA will make that final determination.
 - Supervisor forwards complete remote work request package to the Division Director (copy to Branch Manager) via e-mail.
 - For their situational awareness, Branch Manager reviews the application/routing sheet and may ask any clarifying questions (of the supervisor—not the employee) that may be needed. A positive response from the Branch Manager is not required
 - Division Director reviews the application/routing sheet, asks any clarifying questions (of the supervisor—not the employee) that may be needed and forwards the e-mail thread and complete remote work request package including: remote work application, PD, and routing sheet, remote work safety checklist, approved work schedule, and evidence of telework training) to HCB, Willard (Bud) Lowe lowe.willard@epa.gov. Division Director must cc the supervisor (enables supervisor to follow up with employee; next step).
 - Supervisor sends e-mail to employee indicating “I have forwarded your remote work application to the next step in the review process.” **(Required by article)**

If you have any questions, please contact Willard “Bud” Lowe. Bud may be contacted at (312) 353-2311 or lowe.willard@epa.gov.

Thank you.

Richard Marlinga (he/his)

Human Capital Officer

U.S. EPA, Region 5

77 W Jackson Blvd

RMD/HCO (MP-10J)

Chicago, IL 60604

Email: marlinga.richard@epa.gov

Office: (312) 886-8963

Cell: (312) 597-1720

From: Marlinga, Richard <marlinga.richard@epa.gov>

Sent: Tuesday, February 8, 2022 16:17

Subject: FW: Remote Work Requests (Sent to R5 Supervisors & Managers)

Good afternoon Managers and Supervisors,

In an effort to streamline the collection of agency-wide Remote Work requests, the Remote Work Advisory Board has implemented an agency-wide [Routing Sheet](#). The routing sheet should look familiar to R5 managers and supervisors as the R5 Remote work routing sheet was used as a starting point for HQ. Please use the link to access the routing sheet as HQ may continue to make updates. If you are not able to access the link a PDF copy is attached (HW RW Routing Sheet). When accessing the routing sheet via the link, download the form which will make it a fillable PDF file. Link to current [telework and remote work forms](#) for non-bargaining unit employees and AFGE bargaining unit employee. Please use the following procedures. A complete remote work request package must contain the following documents:

1. **In one combined PDF file:**

- [Remote Work Application](#)
- Employee Position Description (PD) or detailed description of duties. HCB, Willard (Bud) Lowe. may assist in obtaining PD (***This is a new requirement***)
- [Routing Sheet](#) **Please note, the routing sheet is for Management Use Only. Do not forward or share this routing sheet with your employees, as it is for Management Use Only.**

2. **In a separate attachment, Remote Work Safety Checklist, Approved Work Schedule, and evidence of telework training:**

- [Form 3181-8 Remote Work Safety Checklist](#)
- Approved Work Schedule. Employees should take a screen shot of approved schedule in PeoplePlus (attachment Work Schedule Screen Shot). If employee does not have a schedule in PeoplePlus, have employee submit a schedule request (attachment PPL Work Schedule Request) .
- Evidence of Telework Training (discussed below in my January 31 email)

3. The HQ routing sheet does not have signature blocks for the Branch Manager and Division Director like the R5 routing sheet did. We are asking supervisor to use the below process for routing the completed remote work request package.

- Supervisor fills out and signs remote work routing Sheet. **Please note, the attached routing sheet is for Management Use Only. Do not forward or share this routing sheet with your employees, as it is for Management Use Only.**
- Supervisor signs the remote work application. Supervisor does not check the box for approval/disapproval on the remote work application, as the DRA will make that final determination.
- Supervisor forwards complete remote work request package to the Division Director (copy to Branch Manager) via e-mail.
- For their situational awareness, Branch Manager reviews the application/routing sheet and may ask any clarifying questions that may be needed. A positive response from the Branch Manager is not required
- Division Director reviews the application/routing sheet, asks any clarifying questions that may be needed and forwards the e-mail thread and complete remote work request package including: PDF number 1 (remote work application, PD, and routing sheet), and PDF number 2 (remote work safety checklist, approved work schedule, and evidence of telework training) to HCB, Willard (Bud) Lowe lowe.willard@epa.gov. Division Director must cc the supervisor (enables supervisor to follow up with employee; next step).
- Supervisor sends e-mail to employee indicating "I have forwarded your remote work application to the next step in the review process." **(Required by article)**

If you have any questions, please contact Willard "Bud" Lowe. Bud may be contacted at (312) 353-2311 or lowe.willard@epa.gov.

Thank you.

Richard Marlinga (he/his)

Human Capital Officer

U.S. EPA, Region 5

77 W Jackson Blvd

RMD/HCO (MP-10J)

Chicago, IL 60604

Email: marlinga.richard@epa.gov

Office: (312) 886-8963

Cell: (312) 597-1720

From: Marlinga, Richard <marlinga.richard@epa.gov>

Sent: Monday, January 31, 2022 2:25 PM

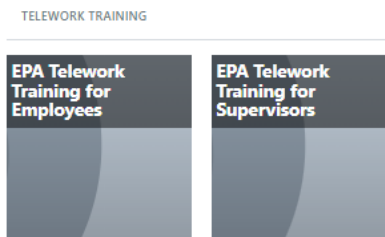
Cc: Lowe, Willard <Lowe.Willard@epa.gov>; Sharon, Scott <sharon.scott@epa.gov>

Subject: Remote Work Requests (Sent to R5 Supervisors & Managers)

Good afternoon Managers and Supervisors,

In order to provide the best and most efficient customer service HCB is asking all required supporting documents (approved work schedule, self-certification safety checklist, evidence of telework training) and the completed Remote Work Routing Sheet (most recent version attached) are submitted with Remote Work Applications. Additional guidance on documentation of work schedules is provided below.

1. Remote work Application
2. Approved Work Schedule. Employees should take a screen shot of approved schedule in PeoplePlus. See attachment (Work Schedule Screen Shot). If employee does not have a schedule in PeoplePlus, have employee submit a schedule request. See attachment (PPL Work Schedule Request).
3. Bargaining unit employee fills out and signs [Telework Self-Certification Safety Checklist](#).
4. Bargaining unit employee submits proper evidence of telework training.
 - a. Many bargaining unit employees have been teleworking for some time, they are likely have a copy of their telework training certificate of completion. If they need to take the Telework training (or are unable to find their certificate and/or evidence of completion), they may go to [FedTalent](#) and enroll in telework training (telework training enrollment is currently located top right of their FedTalent home screen—see screenshot below).



- Supervisor fills out and signs R5 Remote Work Routing Sheet. **Please note, the routing sheet is for Management Use Only. Do not forward or share this routing sheet with your employees, as it is for Management Use Only.**
- Supervisor signs the remote work application. Supervisor does not check the box for approval/disapproval on the remote work application, as the DRA will make that final determination.
- Manager reviews and signs R5 Remote Work Routing Sheet (this is a check to make sure the information is accurate and that consistency issues across the various sections in a branch are considered).
- DD reviews and signs (further consistency/accuracy and an opportunity for the DD to raise to the DRA anything they want/need to raise).
- Supervisor sends the signed/completed R5 Remote Work Routing Sheet and remote work complete application materials (application, routing sheet, evidence of training, work schedule, and safety checklist) to HR, Willard (Bud) Lowe lowe.willard@epa.gov.
- Supervisor sends e-mail to employee indicating “I have forwarded your remote work application to the next step in the review process.” **(Required by article)**

If you have questions, please contact Willard “Bud” Lowe. Bud may be contacted at (312) 353-2311 or lowe.willard@epa.gov.

Thank you.

Richard Marlinga (he/his)

Human Capital Officer

U.S. EPA, Region 5

77 W Jackson Blvd

RMD/HCO (MP-10J)

Chicago, IL 60604

Email: marlinga.richard@epa.gov

Office: (312) 886-8963

Cell: (312) 597-1720

From: Marlinga, Richard <marlinga.richard@epa.gov>

Sent: Saturday, January 22, 2022 3:09 PM

Cc: Sharon, Scott <sharon.scott@epa.gov>; Lowe, Willard <Lowe.Willard@epa.gov>

Subject: AFGE/EPA Telework and Remote Work Articles (Sent to R5 Supervisors & Managers)

Hello Managers and Supervisors – **This e-mail is meant for Management Use Only. Please do not forward or share this e-mail with your employees.** As you all know, the agency has established new policies for [Telework \(EPA Order 3110.32\)](#), [Remote Work \(EPA Order 3110.32A\)](#), and [Work Schedules \(EPA Order 3162\)](#) for non-bargaining unit employees. Most AFGE bargaining unit employees and supervisors of AFGE bargaining unit employees over the past week or so have had the opportunity to attend the AFGE Future of Work joint training provided by EPA and AFGE. You can read the [AFGE/EPA Telework Article](#), [AFGE/EPA Remote Work Article](#), and [AFGE/EPA Work Schedule Article](#) at [EPA@Work Policies and Agreements](#).

Although there is NO RUSH to get telework or remote work applications submitted, supervisors may have already started to receive them. As a reminder, the last Future of Work [mass mailer](#), indicated return to the office start dates would be delayed and current dates for return to the office are:

- Political appointees, SES, SL ST, and Title 42 managers are now scheduled to begin their reentry on February 28, 2022.
- Supervisors, managers, and other non-bargaining unit employees will begin their reentry on March 28, 2022.
- **Bargaining unit employees: TBD.**

The below guidance is being provided to assist managers and supervisor in processing telework and remote work applications. Please note, we are aware that several of the HQ forms are not set up for easy electronic signature. We have asked HQ to fix that. If HQ doesn't fix it in the next week or so, we will locally. In the meantime, the forms can be filled out, printed to PDF, and then signed how one would normally sign PDF documents.

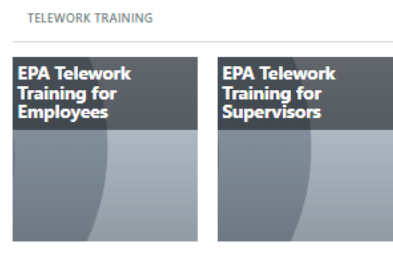
Additionally, if a division is interested in Scott Sharon or me attending one of their management meetings to discuss questions about the telework/remote work applications/articles, please have your deputy director contact me.

TELEWORK AGREEMENTS

-

It is expected that all teleworking bargaining unit employees will submit a new telework application in accordance with the new [AFGE/EPA Telework Article](#) prior to a return to the office. Things to consider;

- That the current [Telework Application](#) is submitted.
- That the current [Telework Self-Certification Safety Checklist](#) is submitted.
- That proper evidence of telework training is submitted.
 - Many bargaining unit employees have been teleworking for some time, they are likely have a copy of their telework training certificate of completion. If they need to take the Telework training (or are unable to find their certificate and/or evidence of completion), they may go to [FedTalent](#) and enroll in telework training (telework training enrollment is currently located top right of their FedTalent home screen—see screenshot below).



- Both regular and situational telework may be selected on the same application form.
- The desired schedule for after fully returning to the office should be entered in the Regular Telework Schedule section of the application form. The last Future of Work [mass mailer](#), indicated return to the office start dates would be delayed and current dates for return to the office for bargaining unit employees was: TBD.
- The Telework forms should be signed and routed electronically through e-mail. If you disapproves the application, you should return the form to the bargaining unit employee and retain a copy for your records. If you approve the form electronically, you should provide a copy to the bargaining unit employee and to your Administrative Officer (AO) for uploading in the OneDrive SharePoint folder (more details below).
- Division AOs and Deputies will continue to have full access to the Telework OneDrive SharePoint folder and AOs will be responsible for uploading their Division telework agreements.

-

INSTRUCTION FOR AOs

AOs should upload all approved applications to the OneDrive SharePoint folder in a new subfolder “Yr 2022” using the file naming convention of **LastName_FirstName TW**. Please note the following:

- ***The OneDrive SharePoint folder **will not** be used for medical telework or telework via reasonable accommodation, do not upload these requests in the OneDrive.***
- Medical telework requests should be forwarded to the servicing LER Specialist for your Division/Program for processing and guidance. Approved medical telework agreements will be maintained by the servicing LER Specialist for purposes of records retention.
- Reasonable accommodation telework requests should be forwarded to the R5 LORAC for processing and guidance. Approved reasonable accommodation telework agreements will be secured and maintained by the R5 LORAC for purposes of records retention.
- ***The OneDrive SharePoint folder **will not** be used for employees' work schedule forms, do not upload these forms in the OneDrive.*** Managers should maintain this form in their file.

REGIONAL TELEWORK COORDINATOR

Finally, please join me in congratulating Rosalind Freeman who has been selected to serve on a 180-day detail to HQ's Labor & Employee Relations Division (LERD). During Rosalind's absence, Willard "Bud" Lowe will be stepping in as the R5 Telework Coordinator. Bud will be the point-of-contact for questions on telework and any access issues that may arise with the Telework OneDrive SharePoint folder. Bud may be contacted at (312) 353-2311 or lowe.willard@epa.gov.

REMOTE WORK:

Supervisors may be receiving bargaining unit employees remote work applications in accordance with the new [Remote Work Article](#). The following process will be used.

- Bargaining unit employee fills out and signs their [Remote Work Application](#).
- Approved Schedule, Section 2 of application, (HCB is looking into the easiest way to attach approved schedule – More information to come).
- Bargaining unit employee fills out and signs [Telework Self-Certification Safety Checklist](#).
- Bargaining unit employee submits proper evidence of telework training.
 - Many bargaining unit employees have been teleworking for some time, they are likely have a copy of their telework training certificate of completion. If they need to take the Telework training (or are unable to find their certificate and/or evidence of completion), they may go to [FedTalent](#) and enroll in telework training (telework training enrollment is currently located top right of their FedTalent home screen—see screenshot below).

TELEWORK TRAINING



- Supervisor fills out and signs R5 Remote Work Routing Sheet (attached). **Please note, the attached routing sheet is for Management Use Only. Do not forward or share this routing sheet with your employees, as it is for Management Use Only.**
- Supervisor signs the remote work application. Supervisor does not check the box for approval/disapproval on the remote work application, as the DRA will make that final determination.
- Manager reviews and signs R5 Remote Work Routing Sheet (this is a check to make sure the information is accurate and that consistency issues across the various sections in a branch are considered).
- DD reviews and signs (further consistency/accuracy and an opportunity for the DD to raise to the DRA anything they want/need to raise).
- Supervisor sends the signed/completed R5 Remote Work Routing Sheet and remote work complete application materials (application, evidence of training, work schedule, and safety checklist) to HR, Willard (Bud) Lowe lowe.willard@epa.gov.
- Supervisor sends e-mail to employee indicating “I have forwarded your remote work application to the next step in the review process.” **(Required by article)**

If after reviewing the article you have questions, please contact Willard “Bud” Lowe. Bud may be contacted at (312) 353-2311 or lowe.willard@epa.gov.

Thank you.

Richard Marlinga (he/his)

Human Capital Officer

U.S. EPA, Region 5

77 W Jackson Blvd

RMD/HCO (MP-10J)

Chicago, IL 60604

Email: marlinga.richard@epa.gov

Office: (312) 886-8963

Cell: (312) 597-1720